

## Sails of Hope Organization (SHO) - Safety & Security Policy

### 1. Introduction

**Sails of Hope Organization (SHO)** is committed to maintaining the highest standards of safety and security for its staff, beneficiaries, assets, and operations. SHO recognizes that security risks, including natural disasters, conflict, and other emergencies, pose a significant threat to the successful implementation of humanitarian programs. Therefore, it is our duty to establish clear safety and security measures that protect all individuals involved in SHO operations.

This Safety & Security Policy reflects our commitment to adhering to best practices, aligned with international humanitarian standards, UN security protocols, and guidelines set by INGOs, to ensure the protection of everyone working with or benefiting from SHO's programs.

### 2. Policy Framework and Principles

SHO's Safety & Security Policy is guided by the following key principles:

- **Duty of Care:** SHO has a responsibility to protect the safety and wellbeing of all staff, partners, and beneficiaries in all phases of program implementation. We aim to minimize security risks and ensure that all individuals can work in a safe environment.
- **Risk Assessment and Management:** SHO will proactively identify, assess, and manage security risks through systematic risk assessments. We will continuously monitor security conditions and adjust operations as needed to mitigate potential threats to staff and operations.
- **Security Preparedness and Contingency Planning:** SHO will maintain robust security preparedness systems, including contingency planning, so that our teams can respond effectively to emergencies, whether related to conflict, health crises, or other security threats.
- **Compliance with National and International Standards:** SHO will ensure all security procedures comply with national regulations and international standards, including UN Security Management Systems, **INFORM Risk Index**, and the **Sphere Standards** for humanitarian security.
- **Security of Beneficiaries and Communities:** In addition to ensuring the safety of SHO personnel, we will implement strategies to ensure that the communities we serve are not exposed to preventable risks arising from our activities.

### 3. Safety and Security Objectives

The core objectives of SHO's Safety and Security Policy are:

1. **Ensure the Safety and Security of Staff**  
We will develop and implement operational procedures to safeguard staff during both fieldwork and office activities. This includes measures to mitigate risks related to travel, personal security, and exposure to hazards.
2. **Maintain a Secure Operational Environment**  
SHO will work to ensure that all project sites, including offices and field operations, are secure. We will regularly assess local risks (e.g., armed conflict, political instability, health threats) and implement measures to maintain safe working environments.
3. **Develop and Implement Risk Management Strategies**  
Risk assessments will be conducted at all stages of project planning and implementation. SHO will apply strategies such as site security, travel advisories, and remote monitoring to reduce vulnerabilities in high-risk areas.
4. **Ensure Emergency Response and Evacuation Plans**  
SHO will maintain contingency plans to ensure rapid and effective responses in the event of an emergency, including medical evacuations, relocation, and emergency communication strategies.
5. **Training and Awareness**  
All staff will receive regular training on safety and security protocols, including risk management, safe working practices, and emergency response. Staff members will be equipped with the knowledge needed to assess security risks and respond appropriately to threats.

### 4. Risk Management Procedures

To achieve the objectives outlined above, SHO will establish clear procedures for identifying, assessing, and managing risks. These will include:

1. **Security Risk Assessment**  
SHO will conduct a comprehensive security risk assessment for each program location. This assessment will take into account local political, social, environmental, and security conditions. Based on the findings, security management strategies will be developed, which may include restricted movement, curfews, or relocation of staff.
2. **Security Briefings and Protocols**  
All staff and visitors will undergo security briefings upon arrival in high-risk areas. Briefings will include emergency contact details, procedures for reporting security incidents, and local customs that impact security.
  - **Pre-departure Briefing:** Staff will receive training on potential risks, cultural sensitivities, and security expectations before deployment.
  - **In-country Briefing:** Upon arrival, additional briefings will be provided to update staff on the current security situation.

### 3. Travel Security

Travel arrangements for field staff will be planned to minimize risk. This includes:

- Using approved transport providers.
- Avoiding high-risk areas based on real-time security updates.
- Ensuring communication channels are open and monitored during travel.

### 4. Personal Protective Equipment (PPE)

Staff will be provided with appropriate personal protective equipment (PPE), including items such as bulletproof vests, helmets, and first-aid kits, when necessary, for operations in high-risk environments.

### 5. Security Monitoring and Reporting

SHO will use various channels for ongoing security monitoring, including UN security bulletins, local security networks, and real-time intelligence reports. All staff will be encouraged to report any security concerns, incidents, or changes in the security situation to designated security focal points.

## 5. Emergency Preparedness and Response

In case of a security incident or emergency, SHO will ensure the following:

### 1. Emergency Evacuation Plans

Detailed evacuation procedures will be in place for all field offices and operational sites.

This will include:

- Clear evacuation routes.
- Designated evacuation points.
- Emergency transport arrangements.
- Pre-designated personnel to lead evacuation efforts.

### 2. Crisis Management Team (CMT)

A designated Crisis Management Team (CMT) will be formed to oversee and manage security-related crises. The team will have clearly defined roles and responsibilities, including decision-making authority for evacuations or security lockdowns.

### 3. Communication Protocols

SHO will establish robust communication systems for both routine monitoring and during emergencies. This includes satellite phones, secure communication lines, and regular check-ins for field teams.

### 4. Post-Incident Review

After any security incident, a debriefing will be held to analyze the response, evaluate the effectiveness of procedures, and identify lessons learned. This will help refine future safety and security measures.

## 6. Security of Beneficiaries and Community-Based Operations

SHO is equally committed to ensuring the safety of beneficiaries and local communities:

### 1. Community Engagement

We will engage with local communities to ensure they are aware of the safety protocols

related to our programs. This will also include sensitization on the risks posed by humanitarian operations and how they can protect themselves.

2. **Access Control and Security Management**

For community-based operations, access points will be monitored to ensure that only authorized personnel and vehicles enter restricted or sensitive areas. SHO will work closely with local authorities to ensure that beneficiaries remain safe from potential security threats during program activities.

3. **Confidentiality and Protection**

In all humanitarian programs, the confidentiality of vulnerable beneficiaries will be prioritized, ensuring that personal data and identities are protected, especially in situations involving conflict or displacement.

## 7. Monitoring, Evaluation, and Accountability

To ensure the effectiveness of this policy:

1. **Regular Security Reviews**

SHO will conduct quarterly security reviews, examining security incidents, changes in risk factors, and the effectiveness of risk management measures. Findings will be shared with senior management and necessary adjustments will be made.

2. **Security Audits**

External security audits will be conducted annually to evaluate our compliance with best practices, UN guidelines, and local regulations.

3. **Accountability Mechanisms**

Staff and partners will have access to feedback mechanisms, allowing them to report any concerns or suggestions regarding safety and security. SHO will ensure that appropriate actions are taken in response to these reports.

## 8. Conclusion

**Sails of Hope Organization (SHO)** is committed to upholding the highest standards of safety and security for all staff, beneficiaries, and partners. By integrating comprehensive risk management, clear protocols, and continuous training into our operations, we ensure that our work is carried out in a safe and secure environment. This Safety & Security Policy is a cornerstone of our commitment to operational excellence and to the protection of all individuals involved in our programs.

**SHO** will continue to adapt its safety and security practices in response to evolving risks and international best practices to ensure that all personnel and program activities are secure.